

Special Event Registration

Workplace giving often inspires creative and fun special events among employees to raise money for nonprofit organizations. The King County Employee Giving Program encourages employee enthusiasm through such special events. Additionally, to ensure accurate accounting, appropriate employee solicitation, and program efficiency, we ask all event organizers to:

1. Complete a **Special Event Registration Form** (below);
2. Review, sign, and follow the **Special Event Guidelines** (page 2); and
3. Complete a **Special Event Donation Log Form** after the event (page 3).

DATE REGISTRATION SUBMITTED: _____

CONTACT PERSON: _____ PHONE: _____

EVENT DETAILS

DATE(S): _____ TIME(S): _____

Please conclude all Special Events by the end of the campaign. Campaign is Oct 8-November 30, 2007.

DEPARTMENT: _____ DIVISION: _____

LOCATION: _____

NAME OF EVENT: _____

EVENT DESCRIPTION: _____

DO YOU NEED SPEAKERS OR A PRESENTATION FOR THE EVENT? (Circle one)

☐ YES (please complete the **Presentation Request Form**).

☐ NO

Special Event Guidelines

1. **Solicitations.** Per ordinance, King County employees may not solicit donations from businesses. Various employee give-away items are available through the Employee Giving Program (past leadership gift items). Contact Mary Dzieweczynski to order employee give-away items.
2. **Increasing participation.** To ensure the special events at King County *increase* money for nonprofits please strongly promote workplace giving, in general, and payroll and time donations *in addition to* event purchases. We ask you to:
 - a. Have campaign catalogs and donation forms available at the event,
 - b. Arrange for campaign speakers at the event,
 - c. Encourage employees to complete donation forms at the same time they are making purchases,
 - d. Allow employees to donate to *any* nonprofit of their choice at the event (undesignated donations may go to the nonprofit selected by the event organizer), and
 - e. Use the King County Employee Giving Program banner & display materials at the event.
3. **Appropriate accounting.** Cash, checks, and completed donation forms need to be submitted to their department coordinator or campaign executive within 5 business days of event with a **Special Event Donation Log Form**.
4. **Marketing.** In all marketing of the event, we encourage you to use of the King County Employee Giving Program logo. Email mellicia.ferrier@kingcounty.gov to receive electronic copies of logo or for assistance in creating event promotional materials.

I have read and understand the Special Event Guidelines above.

Event Organizer signature

Date

Complete and return via email, fax, or interoffice mail to:
Mellicia Ferrier
mellicia.ferrier@kingcounty.gov



Giving Works!

DATE OF EVENT: _____ DEPARTMENT: _____

[illegible]

IMPORTANT: Submit **Special Event Log Form** and all cash and checks within 5 business days of the event. For additional entries, copy the log form and attach.